



National Science Foundation

Senior Executive Service

Vacancy

ANNOUNCEMENT NUMBER: S20070006A2-LTD

OPEN: 10/17/2006

CLOSE: 02/19/2007

***ANNOUNCEMENT HAS BEEN AMENDED TO EXTEND THE CLOSING DATE TO 02/19/2007.**

POSITION VACANT: Director, Division of Human Resource Development (HRD), Directorate for Education and Human Resources

LOCATION: Arlington, Virginia

SALARY RANGE: The Federal pay range for Senior Executive Service positions is \$109,808 - \$165,200 per annum.

AREA OF CONSIDERATION: All Qualified Applicants

Announcement is for a career appointment. Position is also announced on a one-to-three year limited term appointment basis in S20070006A2-LTD and on an Intergovernmental Personnel Act assignment basis in S20070006A2-IPA.

STATEMENT OF DUTIES: The Division Director provides leadership and direction to the HRD Division with respect to the formulation of policies, programs and strategies to increase the participation and advancement of underrepresented groups and minority serving institutions at every level of science, technology, engineering, and mathematics education. The Division Director manages an ensemble of programs that promote racial and ethnic diversity, gender equity, and access for persons with disabilities, and assesses national needs and trends to improve teaching, learning, and research participation by individuals and institutions underrepresented in science, engineering, and technology. The Division Director ensures that the Division's programs are evaluated and that findings are communicated. The Division Director provides leadership and guidance to all Division Staff; determines funding requirements; prepares and justifies budget estimates; balances program needs with allocation of resources; oversees the competitive review of proposals for funding, and recommendations for awards and declinations; and fosters communication and collaboration with other EHR Divisions, NSF Directorates, Federal agencies, relevant professional societies and organizations, and the academic community at-large.

QUALIFICATIONS REQUIREMENTS

EXECUTIVE/MANAGERIAL

Essential

- 1. Leading Change.** Demonstrated ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Includes the ability to establish an organizational vision and to implement it in a continuously changing environment.
- 2. Leading People.** Demonstrated ability to lead people toward meeting the organization's vision, mission, and goals. Includes the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution conflicts.
- 3. Results-Driven Leadership.** Demonstrated ability to meet organizational goals and customer expectations. Includes the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
- 4. Business Acumen.** Demonstrated ability to manage human, financial, and information resources strategically.
- 5. Building Coalitions.** Demonstrated ability to build coalitions internally and with other governments, or internal organizations to achieve common goals.

PROFESSIONAL/TECHNICAL

Essential

1. Ph.D. or equivalent professional experience in science, mathematics or engineering or science/mathematics/engineering education.
2. Recognized professional standing in the science, mathematics, engineering or educational communities as evidenced by sustained record of scholarship, professional awards, and/or other means of recognizing excellence.
3. Knowledge of status and trends in participation in the science/technology/engineering/ mathematics (STEM) workforce, as well as capabilities and efforts in the STEM community to broaden participation of underrepresented groups.
4. Demonstrated knowledge of organizations working to broaden participation in STEM fields through addressing major issues related to access, participation, and success of underrepresented groups.
5. Ability in grant and contract administration, fiscal management, and budget preparation involving research and/or education support activities.
6. Administrative/management experience at the Chair or Dean level or equivalent.

GENERAL INFORMATION

The Senior Executive Service (SES) covers managerial positions above GS-15 in the Federal Service. Persons appointed to the SES are eligible for health benefits, life insurance, social security, Federal retirement and thrift savings plan coverage, and participate in the Federal leave system. Competitive status is not required, veteran's preference does not apply and there are no grade restrictions. **The individual selected will be required to file an "Executive Branch Personnel Public Financial Disclosure Report" (SF-278) in accordance with the Ethics in Government Act of 1978.**

EVALUATION METHOD

Applicants will be screened for basic eligibility according to the essential qualification requirements. Eligible applicants will be reviewed by an Evaluation Panel according to criteria based on the qualification requirements. The best qualified candidates will be referred to the appropriate official who will recommend selection. All applicants will be considered without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical disability, age, membership in an employee organization or other non-merit reason. Any applicant may request information or appeal the procedures and operations of the merit staffing process to the Executive Resources Board.

APPLICATION INSTRUCTIONS

Ensure that your application includes the documents listed below and reflects your background in terms of the qualification requirements for the position.

1.) Resume or other application format of your choice. Your application should contain the following information: Country of citizenship. Information about your education, your major, and type and year of degree(s). Information about all your work experience, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and salary. If you have held various positions with the same employer, describe each separately. The brochure *Applying for a Federal Job* (OF 510) provides information on the federal job application process; it is available on OPM's website at www.opm.gov/forms/html/of.htm.

2.) Narrative statement addressing your background in terms of (a) the executive/managerial and (b) the professional/technical requirements.

3.) NSF Form 1232, "Applicant Survey." Submission of this form is voluntary and will not affect your application for employment. The information provided will be used only for statistical purposes.

APPLICATION SUBMISSION: Applications must be received by the closing date on this announcement. Applications may be transmitted electronically to execsrch@nsf.gov or mailed or delivered to the following address: National Science Foundation, Division of Human Resource Management, Executive Personnel, Room 315, ATTN: S20070006A2-LTD, 4201 Wilson Blvd., Arlington, VA 22230. Inquiries or questions should be directed to: Executive Personnel Staff at (703) 292-8755; hearing impaired individuals should call TDD (703) 292-8044. Additional information on the NSF mission, structure, programs and operations may be accessed through our Homepage www.nsf.gov. The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact on this vacancy announcement.

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